

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division St. Joseph, MI

PROBATE REGISTER

January 26, 2017

GENERAL SUMMARY:

Under direction of the Family Division Administrator and Family Division Presiding Judge, supervises the operations of the Probate Court. Supervises the intake and processing of all documentation related to the administration of estates and trusts, conservatorships, guardianships, probating of wills, treatment of mentally ill persons, developmentally disabled persons, parental waiver, emancipation, infectious disease, name changes, secret marriages, adoptions and other proceedings within the purview of the Probate Court. Maintains accurate and up-to-date knowledge and information on Probate statute, Mental Health Code, Juvenile Code and Michigan Court rules. Performs preparation of legal forms and records and assists in office and recordkeeping activities. Responsible for the development of policies and procedures. Responsible for personnel management, office financial issues and budget preparation. The Probate Register position is an exempt, at-will employee of the Court.

Salary range \$42,944 - \$57,549

TYPICAL DUTIES:

1. Supervises and participates in the day-to-day operations of the Probate Court Division; performs all functions assigned to Deputy Registers as required; recruits, selects, trains and disciplines staff, prioritizes and assigns tasks to assure timely legal processing of cases; and evaluates work performance of Probate staff.
2. Exercises all legal powers granted by statute, court rules and by court order. Schedules hearings, administers oaths, takes testimony in matters before the court as allowed and issues orders as authorized by the Court. Receives and receipts filing and other statutory fees.
3. Participates in the development and implementation of standard operating policies, procedures and practices for the Court and monitors compliance with SCAO requirements.
4. Maintains the Probate Court's computer database and confidential files and records. Enters, updates and retrieves appropriate information; confers with Information Systems and others regarding maintenance and retrieval needs.
5. Reviews files prior to court hearings for accuracy; notifies attorneys and other appropriate parties of changes or documents needed for Court hearings.
6. Attends Court hearings as directed by the Family Division Presiding Judge; distributes certified copies of orders granted by the Judge to attorneys and other interested parties.
7. Maintains up-to-date knowledge of Probate statutes, Court Rules and proceedings handled by Probate Court; answers inquiries regarding Court procedures and forms.
8. Initiate, develop and conduct training programs for outside agencies and organizations regarding Probate matters.

9. Prepares legal forms and records; assists in recordkeeping activities and develops and implements methods to streamline Court process and record management procedures.
10. Completes any other duties, special projects and assignments as assigned by the Court or Family Division Administrator.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: A Bachelor's Degree in public or court administration, business administration, management, pre-law or related field; and

Experience: A minimum of three years administrative and supervisory experience is required.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

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